

PART TIME INSTITUTIONAL AIDE
COUNTRYSIDE ADULT HOME
2/19/2013

GENERAL STATEMENT OF DUTIES: Performs routine duties relating to the care of county home residents and their personal belongings, communicates the needs of the residents to the appropriate discipline.

DISTINGUISHING FEATURES OF THIS CLASS: The employees in the class need to demonstrate the ability to carry out routine tasks and follow simple oral and written instructions. They must have the ability to get along with other, have good organizational skills, maintain a neat and clean appearance and physically demonstrate the ability to carry out the job tasks described. They must exhibit patience and tact in dealing with the elderly. They must demonstrate good knowledge of infection control procedures. They must show a willingness to assist other staff members in cleaning and maintaining the facility.

GENERAL JOB DUTIES: (Illustrative only)

- Assisting residents with all aspects of personal care including bathing, shaving, toileting, dressing, medication administration;
- Monitoring blood pressures, temperatures, and weights of the residents;
- Communicating changes to physicians, dieticians, family members, the Charge Aide, the Director, and other consultants.
- General cleaning of resident rooms such as making beds, cleaning closets and dressers, emptying trash, picking up dirty clothing, replacing dirty linen with clean.
- Sweep, mop, and/ or dust resident areas and staff work areas.
- Report daily activity through the use of shift reports;
- Transport residents to appointments;
- Document daily happenings, changes in condition of residents, appointment standings;
- Transcribe orders given by the physicians,
- Participate in the facility quality assurance
- May supervise the work of others as well as take on the responsibility of supervising the facility in the absence of the Director Charge Aide as delegated by the Director.
- Assist other staff members in completing required duties.
- Required to be certified in First Aide
- Required to participate in education and staff meetings.

REQUIRED KNOWLEDGE, SKILL, AND ABILITIES: Some knowledge of materials and process involved in assisting older adults with bathing, feeding, dressing as well as some knowledge of cleaning methods, materials, and equipment. They must be at least 18 years of age and possess a valid NYS Drivers license. They must possess the ability to get along well with others. Experience in caring for the elderly is desirable but not required.

WAGES: \$11.64/hr, 8 hours per week minimum. Varied hours but generally 3-11PM, Thursday or Saturday. Please indicate on application what day(s) you would be available. **Must work holidays.**

APPLICATIONS:

Interested applicants are encouraged to send applications, resume and list of references to Countryside Adult Home, 353 Schroon River Road, Warrensburg, NY 12885, Deanna Park, PH#(518)623-3451.

Warren County is an EOE/AA employer.